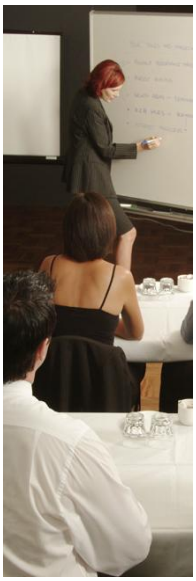
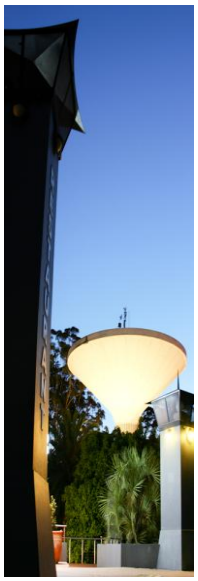
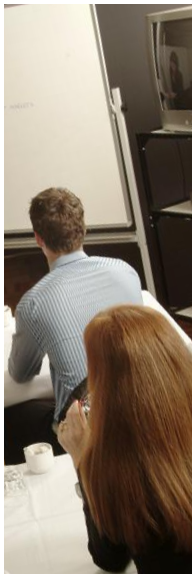
Picnic Point

where Toowoomba meets

Corporate Function Pack

2012

Cafe • Functions • Conferences • Weddings • Restaurant • Bar

PICNIC POINT TOOWOOMBA

164 Tourist Road, Toowoomba Q 4350 **Tel 4631 5100** Fax 4635 4951 Email contact@picnic-point.com.au Web www.picnic-point.com.au

Morning/Afternoon Teas

COFFEE BREAKS

Freshly brewed coffee and tea

Fresh orange juice

COFFEE AND SELECTION OF TEAS WITH ONE OF THE FOLLOWING OPTIONS:

Mon-Fri *Weekend*

Gingerbread cake

Freshly baked biscuits

Mini croissants served with butter & strawberry jam

Mixed berry muffins

Orange & almond cake (GF)

Choc Fudge Brownie

Scones served with strawberry jam & cream

Selection of Danish pastries

Assorted finger sandwiches

Ham & cheese croissant

Spiced beef empanadas

Individual quiche Lorraine

Add ons - *Please choose from the following*

Fresh fruit platter

Homemade sausage rolls

Red Bull

Bottled water

The Picnic Point Duo

Chef's choice of a sweet & savoury item

Freshly brewed coffee & premium teas

Prices apply from 01/07/2012 until 31/12/2012 inclusive. Please refer to Terms & Conditions.

PICNIC POINT TOOWOOMBA

Working Lunches

Working lunches are designed to be served as a stand up buffet in or adjacent to your meeting room

Mon-Fri *Weekend*

GOURMET SANDWICH

Chef's selection of gourmet assorted sandwiches including vegetarian option

(6 Points per person on white and wholegrain bread)

Freshly brewed coffee and premium teas

OPEN SANDWICH

Chef's selection of Gourmet open sandwiches on crusty Baguette

Freshly brewed coffee and premium teas

WRAPS AND ROLLS

Gourmet wraps and assorted rolls with assorted filling

Seasonal Fruit platters

Freshly brewed coffee and premium teas

ADDITIONAL OPTIONS FOR WORKING LUNCHES....

Homemade sausage rolls

Beef empanadas

Individual quiche Lorraine

Australian Cheese platter

Fresh Fruit Platter

Fresh Orange juice

Soft Drink

POST SEMINAR CANAPÉS (MINIMUM 15 PEOPLE)

Chef's choice of hand made gourmet canapés - 4 items

1 hour standard beverage package

2 hour standard beverage package

Beverages may also be charged to a TAB

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PICNIC POINT TOOWOOMBA

FORK DISH BUFFET

Designed as a stand up buffet, easy to eat, in or adjacent to your meeting room.

Minimum 30 people.

CHOOSE TWO FROM THE FOLLOWING OPTIONS...

Antipasto Penne w / Basil Pesto and wilted rocket

Atlantic Salmon & shaved Fennel pasta w/ lime chervil pesto

Spicy Chorizo & Kalamata olive penne w / roast tomato & basil

Traditional Beef Lasagne

Beef Stroganoff w/ rice Pilaf

Beef Rogan Josh w/ rice pilaf

Peppered beef on Asian greens w / oyster sauce and rice pilaf

Moroccan spiced Lamb w/ toasted almonds and rice pilaf

Butter Chicken w/ rice pilaf

Thai style Chicken w/ chilli and coconut and rice pilaf

Served with…

Tomato, Olive & Basil Salad

Green Garden Salad

Freshly baked Bread rolls

	Mon-Fri	*Weekend*
Add on - freshly brewed coffee and premium teas		
Add on - Seasonal fruit platter		
Add on - Dessert		
(Selection of cakes, pastries, Australian cheeses & dried fruit)		

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PICNIC POINT
TOOWOOMBA

ROOM HIRE RATES

Room hire is for 8 hours with catering for confirmed numbers & 3.5 hours room only.

For bookings outside of our trading hours a minimum spend of $1200.00 is required.

With Catering **Room Only**

Panorama Room

Panoramic views over the Lockyer Valley
A fine choice for dinners and weddings

Tabletop Room

Excellent for audio visual based functions, conferences and seminars

Grand Vista

Combination of all of the above room

The Cellar

An intimate space located upstairs adjacent to our restaurant,
a private dining or meeting room

ROOM CAPACITY

***Subject to room layout & set up**

Room	Theatre Style	Open Faced Round tables	Boardroom Style	U-Shape	Cocktail Party	Banquet
Panorama	190	90	25	25	200	120
Tabletop	190	100	25	25	200	110
Grand Vista	550	250	N/A	N/A	600	550
The Cellar	55	N/A	25	25	60	50

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PICNIC POINT
TOOWOOMBA

EQUIPMENT HIRE

Data Projector (price may vary according to your requirements)

6 ' Screen

Laser Pointer

Lapel Microphone

Whiteboard

Flipchart & paper

Electronic Whiteboard

Display Panel

Staging

Cloths for display tables

Internet access

visit our website for information on Wireless Internet Access Picnic Point

If extra equipment needs to be hired in from our suppliers, prices may vary.

CONSUMABLES

Photocopying

Fax Receiving

Fax Sending (local)

Fax Sending (Aust STD)

Extra Flipchart paper (15 pages)

A5 notepad & pen

TERMS & CONDITIONS

TENTATIVE BOOKINGS

A tentative booking will be held for a period of seven (7) days only. If another enquiry is made for the tentative booking date within the 7 days, we will endeavour to call you and offer you first choice.

CONFIRMATION/DEPOSIT

A deposit of $500 for The Cellar & Banquet Room & $1000 for Panorama & Tabletop Rooms is required within fourteen (14) days of confirmation to secure your booking. Cheques to be made payable to "Picnic Point", this amount will be credited to a master in your name on receipt of the deposit your event will be confirmed. All catering details must be confirmed seven (7) days prior to the function.

CANCELLATION OF FUNCTIONS

Events booked Monday to Thursday & bookings in The Cellar/Yam Room: Where notification is provided in writing two (2) months prior to the date of the function, a full refund of the booking deposit will be made. Cancellations made less than this time will forfeit all rights to any refund.

Events booked in the Function Centre Friday – Sunday: Deposit is non-refundable. At the discretion of Picnic Point Management a deposit may be refunded if we are able to re-book the room on the date of your cancelled event.

A GUARANTEED FINAL NUMBER

A guaranteed final number of guests attending the function is required five (5) working days prior to the commencement of the function. This is the minimum number of guests for which you will be charged whether or not they attend the function.

LOSS, DAMAGE & RISK

Loss or damage to the property, carpet, fixtures or fittings caused by the client, guests, agent or contractors before, during or after the function, will be the financial responsibility of the organiser, and an appropriate charge will apply. We do not permit anything to be attached to our walls without written consent.

ENTERTAINMENT/SPEAKERS

Management reserves the right to control the quality, style and volume of entertainment booked. Volume must not exceed 80 decibels and will be monitored. DJs & Jukeboxes are welcome however we ask that you seek written permission from our Functions Manager should you wish to book a band as the noise level may impact on other bookings within the venue and therefore permission must be sought.

EXHIBITIONS/DISPLAYS

To maintain the high standard and condition of our rooms for future exhibitors and displays, no items are to be attached pinned or glued to the wall surfaces in any pre-function or function rooms without our prior approval. If damage to our property occurs resulting directly from displays or deliveries, a repair or replacement fee will be charged. General linen usage is included in your room hire fee, however if extra tables are required for display then a $5.00 fee per cloth will apply.

INSURANCE

Management will take all responsible care to protect the property of its guests but accepts no responsibility for the loss, damage of theft of merchandise or other property in the premises, prior to, during or after the function. We recommend organisers take out their own liability insurance. Our document regarding evacuation procedures in case of emergency is available as a PDF on our website.

MENU VARIATION/PRICE VARATIONS

Whilst every possible effort is taken to maintain menus and prices, these are subject to change at Management's discretion up to one month (1) month prior to function. A 15% surcharge will apply to food and beverages on any function conducted on a gazetted Public Holiday.

EXTRA TIME& OTHER FEES

To extend your function an hourly beverage package rate of $8.50 per person applies. Picnic Point Function Centre is licensed to midnight. Our function bar closes at 11.30pm for a strict midnight exit. Should you wish to keep the bar open until midnight a fee of $350.00 applies to cover staff penalties after midnight. There is a fee of $25.00 per hour if air conditioning is required prior to half an hour before advised start time of function.

DELIVERIES

Delivery of your equipment to Picnic Point Function Centre must be made on day of function unless otherwise arranged. Pack down and removal of your equipment must be made on the day of your function, or a labour surcharge may apply.

ROOM CHANGES

Management reserves the right to change a function room where it deems necessary. However every effort will be made to choose an alternative function room comparable to that originally chosen and to notify the organiser as soon as possible.

ALCOHOL/FOOD

Unless otherwise agreed upon by Management, no food nor alcohol products are permitted to be brought into the function rooms. Picnic Point Toowoomba supports Patron Care & serves alcohol in line with our house policy. A copy of our House policy is available for viewing on our website. It is illegal to serve alcohol to (1) Intoxicated Patrons (2) Disorderly Patrons or (3) Patrons under 18 years of age.

CONDUCT OF GUESTS

Management reserves the right to remove any guest from the premise should we believe they are behaving in an unreasonable /unbecoming manner.

ACCOUNTS

Our policy requires full payment of all function charges at the conclusion of the function. Account facilities may be arranged however, these are subject to approval of a Credit Application. If payment of the account is not paid within seven (7) days late payment penalties apply as per your invoice. Please note we charge 3% to American Express & Diners payments. A credit card authority form is available on our website.

INTERNET

Please visit our website for terms and conditions & further information on Wireless Internet Access Picnic Point.

FIRE SAFETY

Fire evacuation diagrams and procedures are posted in each function room & on our website.

CLEANING

Whilst normal cleaning is included in the room hire, should additional cleaning be required an appropriate fee will be charged. No confetti or glitter is permitted on the grounds or within the facilities.

FUNCTION AGREEMENT

Management will take all reasonable steps to ensure the conditions of this Agreement are observed, however, the complex will not be responsible if it is unable to carry out the terms of this Agreement due to circumstances beyond our control, i.e. Industrial action, Government intervention etc. A signed copy of this agreement is required on confirmation of booking.

On behalf of all parties the undersigned agrees to all terms and conditions contained within this document.

Date of Function: _____ Room Booked: _____

Name: _____ Signature: _____ Date: / /

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